



**Shelby County
Tennessee**

A C WHARTON JR., MAYOR

REQUEST FOR QUOTATION

BID DESCRIPTION: Site Improvements At The Peggy
Edminston Center Stage 2 - 1075 Mullins Station Road

COMMODITY: 913-00 Construction Services

(Code No. and Description)

BID NUMBER: SEALED BID I001242
(Sealed Bid or Regular Bid)

DUE DATE: NO LATER THAN 2:30 P.M. TUESDAY 10/10/06
(TIME) (DAY) (DATE)

☒ **ORIGINAL SPECIFICATIONS** ☐ **(REVISED) SPECIFICATIONS**

160 NORTH MAIN STREET, MEMPHIS, TENNESSEE 38103

SEALED BID #:I001242

DUE DATE: 10/10/06

BUYER: P.SHRADER

SHELBY COUNTY PURCHASING DEPARTMENT
ROOM 550, 160 NORTH MAIN STREET
MEMPHIS, TENNESSEE 38103
PHONE (901) 545-4360

SECTION I
NOTICE TO BIDDERS

**Shelby County
Tennessee**

A C WHARTON JR., MAYOR

September 19, 2006

Gentlemen:

Attached is our request for quotation, **Sealed Bid Number I001242, Site Improvements At The Peggy Edminston Center Stage 2 - 1075 Mullins Station Road.**

A PRE-BID CONFERENCE WILL BE HELD ON October 2, 2006 10:00 A.M. AT 160 N. MAIN, SUITE 350, MEMPHIS, TN 38103, THE SHELBY COUNTY ENGINEER DEPARTMENT.

COPIES OF THE PROJECT MANUAL, DRAWINGS AND SPECIFICATIONS MUST BE OBTAINED FROM THE OFFICE OF THE OFFICE OF SHELBY COUNTY ENGINEER, 160 N. MAIN, SUITE 350, MEMPHIS, TN 38103, UPON RECEIPT OF A \$250.00 NON REFUNDABLE DEPOSIT FOR EACH SET OF PLANS/ SPECIFICATIONS.

NOTE: VENDOR(S) WHO SUBMIT BIDS ARE REQUIRED TO PURCHASE DRAWINGS AND SPECIFICATIONS FROM PROJECT ENGINEER. VENDORS WHO SUBMIT BIDS AND DO NOT PURCHASE DRAWINGS AND SPECIFICATIONS BID(S) SHALL BE REJECTED AS BEING IN NON-COMPLIANCE WITH SPECIFICATIONS.

You will note that your bid is due no later than **2:30 P.M. TUESDAY, October 10, 2006** in the office of the Administrator of Purchasing, 160 North Main Street, Suite 550, Memphis, TN 38103.

All bids will be opened and publicly read by the Shelby County Government at the time mentioned above in the Purchasing Department, Suite 550, 160 North Main Street, Memphis, TN 38103.

A consideration in determining the best low bid will be the bidder's local presence or ownership within Shelby County.

As a condition precedent to bidding, bidders shall have received a current "Equal Opportunity Compliance Eligibility Number" which must be shown on the outside of each bid submission.

To receive an E.O.C. Eligibility Number, specific information must be received by the Shelby County Office of E.O.C at least 48 hours prior to the bid opening. To verify your E.O.C. Number or receive information for obtaining a number, contact the Office of E.O.C., (901) 545-4336.

THE LABEL, WHICH IS ATTACHED TO THE SPECIFICATIONS SHALL BE COMPLETELY FILLED OUT AND ATTACHED TO THE BID SUBMISSION ENVELOPE. YOU MUST DISPLAY YOUR CURRENT E.O.C. ELIGIBILITY NUMBER ON THE OUTSIDE OF YOUR ENVELOPE. UNLESS THE LABEL IS COMPLETELY FILLED OUT AND YOUR CURRENT CERTIFICATION NUMBER OR ELIGIBILITY NUMBER IS NOTED THEREON, YOUR BID WILL BE RETURNED TO YOU UNOPENED. SHOULD YOUR LABEL BE LOST OR MISPLACED, PLEASE NOTE THE APPROPRIATE INFORMATION IN THE LOWER LEFT-HAND CORNER OF YOUR ENVELOPE.

The Shelby County Government reserves the right to reject any or all bids and to waive any informality therein.

If there are any questions on the above bid, please contact Phyllis Shrader in the Purchasing Department at (901) 545-4352.

Sincerely,

Clifton Davis,
Administrator of Purchasing

ATTACHMENTS:
SECTION I NOTICE TO BIDDER(S)

NOTICE TO BIDDERS

1. Time and Place of Opening of Bids:

Sealed bids for the improvements described herein will be received at THE OFFICE OF THE SHELBY COUNTY ADMINISTRATOR OF PURCHASING, ROOM 550, SHELBY COUNTY ADMINISTRATION BUILDING, 160 NORTH MAIN, MEMPHIS, TENNESSEE 38103, until OCTOBER 10, 2006 @ 2:30 P.M.

2. Description of Work:

- (a) The proposed work is officially known as: SITE IMPROVEMENTS AT THE PEGGY EDMINSTON CENTER STAGE 2 – 1075 MULLINS STATION ROAD.

The proposed improvement is to consist of: Provide additional parking, drainage improvements including the installation of asphalt pavement, curb and gutter, water tables, and site lighting, upgrading of the electrical system and other security measures as indicated, sidewalk installation, handicap access improvements, and removal of some trees, asphalt pavements, sidewalks, curb and gutter, drainage pipes and structures, and relocation of some utilities as indicated on the plans.

3. Pre-Bid Meeting:

All interested bidders are encouraged to attend a pre-bid meeting to be held on OCTOBER 2, 2006 @ 10:00 A.M. IN ROOM 350, SHELBY COUNTY ADMINISTRATION BUILDING, 160 NORTH MAIN.

4. Instruction to Bidders:

- (a) Drawings & specifications must be obtained from: THE OFFICE OF THE COUNTY ENGINEER, 160 NORTH MAIN, ROOM 350, MEMPHIS, TENNESSEE 38103, UPON RECEIPT OF A \$250.00 NONREFUNDABLE DEPOSIT.
- (b) All bids must be accompanied by a bank cashier's check or bank draft, letter of credit issued by any national bank or certificate of deposit therein, duly assigned, or certified check or approved bid bond for not less than 5 per cent of the amount of the bid. All proposal guarantees shall be made out to the COUNTY OF SHELBY.
- (c) All bidders must be licensed by the Tennessee State Board of Licensing General Contractors. Evidence of this license must appear on the title page of the Proposal in the space provided, and also on the exterior of the sealed envelope. The envelope enclosing each bid must show the Contractor's name, license number, expiration date thereof, and license classification of the contractor(s) bidding for the prime contract and for the electrical, plumbing, heating, ventilation and air conditioning subcontracts in accordance with TCA 62-6-119. Lacking all of this information, the bid shall be rejected and returned to the bidder unopened.

- (d) As a condition precedent to bidding, bidders shall have received a current "Equal Opportunity Compliance Eligibility Number" which must be attached to each bid submission. To receive an E.O.C. Eligibility Number, specific information must be received by the E.O.C. Department at least 48 hours prior to the bid opening. To verify your E.O.C. Number or receive information for obtaining a number, contact the E.O.C. Department, 545-4336.
- (e) Use of Locally Owned Small Business (LOSB) participation on County Projects are encouraged.
- (f) Bidders are encouraged to contact County-certified LOSB firms from the listing enclosed in the bid documents. Bidders may also provide the names of firms they believe would qualify as LOSB firms, by notifying the E.O.C. Department and filing the required forms at least five (5) working days prior to the bid opening. Bidders choosing to utilize non-certified subcontractors may submit their bid with the understanding that they must provide certification documents to the E.O.C. Department within 5 days after the bid opening in order to be considered for contract award.
- (g) Bidders must list their LOSB subcontractors, work to be performed by those contractors and the amount of the subcontract on the bid form.

5. Rejection of Bids:

The COUNTY OF SHELBY reserves the right to reject any and all proposal and to waive technicalities in any proposal.

BY ORDER OF: CLIFTON DAVIS
PURCHASING ADMINISTRATOR
SHELBY COUNTY GOVERNMENT

_____, 2006